

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Business Card Master Sheets

as requisitioned from the U.S. Government Printing Office (GPO) by the

Office of Personnel Management (OPM)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning November 1, 2008, and ending October 31, 2009, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on October 31, 2008.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Room C-161, STOP: PPSB, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information with the bid which will, on its face, demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

For information of a technical nature, call Jim VanGunsteren at (202) 512-1239 (No collect calls.)

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."

SUBCONTRACTING: The provisions of GPO Publication 310.2 are modified to permit the subcontracting of any stamping dies.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.
- (b) Finishing (item related) Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic Media

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to October 31, 2009, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending July 31, 2008, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from November 1, 2008 through October 31, 2009, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued", for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of Business Card Master Sheets requiring such operations as printing, foil stamping, perforating, packing, and distribution.

PRODUCT: Each sheet contains 10 printed and stamped Business Cards Masters, imposed 2 across and 5 down. There are two versions of Master Sheets, each with separate printed copy and a separate stamped image. Master Sheets will be imprinted on laser or inkjet printers by the end user at a future time.

TITLE: Business Card Master Sheets:

Version A: U.S. Office of Personnel Management (Generic)

Version B: U.S. Office of Personnel Management Federal Investigative Services

FREQUENCY OF ORDERS: Approximately 10 orders per year.

QUANTITY: Approximately 100 to 10,000 sheets (of 10-up cards) per order. Occasionally an order may be placed for up to 30,000 sheets. Orders may include quantities of both versions.

NUMBER OF PAGES: Face only.

TRIM SIZE: 8-1/2 x 11".

GOVERNMENT TO FURNISH: Electronic media as follows:

Platform: IBM compatible using Windows XP.

Storage Media: CD-Rom.

Software: Files furnished in Adobe Illustrator CS3.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Files furnished in native application format; text is outlined.

One set of visuals plus a GPO Form 952 (Desktop Publishing - Disk Information) is provided.

One (1) magnesium die, approximately 5 x 9-1/2", for Version B (OPM Federal Investigative Services) with shields imposed 10-up (2 across and 5 down). Die to be held throughout the term of the contract.

Two (2) previously produced sample Master Sheets (one each per version) for use as a guide to construction only. Follow specifications (not samples) for stock, foil, margins and exact construction dimensions.

Distribution lists with addresses and quantities will be furnished with each print order.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Department as soon as necessary to comply with the shipping schedule.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PRIOR TO PRODUCTION SAMPLES:

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the Office of Personnel Management, 1900 E Street, NW, Washington, DC 20415. All samples will be tested for conformance of material(s) and/or for construction. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program numbers.

The sample requirement for this contract is for one (1) printed sample sheet (of each version ordered).

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

The samples must be submitted within four (4) workdays of receipt of furnished materials.

Via telephone or fax, the Government will approve or disapprove the sample sheet the same day as receipt thereof. Approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

STAMPING DIE(S)

Contractor to furnish one (1) magnesium die suitable for foil stamping of Version A (OPM Generic), with seals imposed 10-up (2 across and 5 down). Make die from furnished electronic media. The contractor is to use this die and the Government furnished die (for Version B), as necessary for the foil stamping throughout the term of the contract. If any die(s) are no longer able to produce clear, solid impressions, the contractor is to create high quality magnesium dies to replace the worn die(s) as necessary. The contractor must receive approval from the Department prior to creating any replacement die(s). Contractor must return worn die(s) to the Office of Personnel Management, Attn: Shirley Sewell, Room B457, 1900 E Street, NW, Washington, DC 20415-0001. The contractor will be responsible for any damage (other than normal wear) caused to die(s) while in their possession.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No.12" dated February 2008.

JCP Code* L21, Smooth-Finish Cover, White, Basis Size 20 x 26", Basis Weight 80 lb., 11pt. minimum caliper.

Stock must be compatible for use on laser and inkjet printers.

All paper used in each copy must be of a uniform shade.

PRINTING: Print text line/matter face only in black ink; no bleeds. Separate copy for each version:

Version A: One typeline plus underline rule.

Version B: Two typelines plus underline rule.

All ink must be compatible for use on laser and inkjet printers.

STAMPING: For both versions, stamp 10 fine detail Agency Seals or Shields in imitation gold foil equal to API Foils' Treasure 4037s (former #834) on each Business Card Sheet. Stamping must have solid impressions - no picking, pinholes or filled in letters or details. Stamp each version with a single die strike as follows:

Version A: One 5/8" diameter round OPM Seal stamps in the upper left corner of each card. Total 10-up stamping area on sheet is approximately 4-1/8 x 8-5/8".

Version B: One 5/8" x 7/8" OPM Investigative Services Shield stamps in the upper left corner of each card. Total 10-up stamping area on sheet is approximately 4-1/8 x 8-7/8".

MARGINS (measured from respective perforation):

Version A: Printing – 3/8" head, 3/16" right. Stamping – 3/16" head, 3/16" left.

Version B: Printing – 3/8" head, 5/32" right. Stamping – 1/8" head, 1/4" left.

CONSTRUCTION: Perforate each 8-1/2 x 11" sheet with 3 vertical and 6 horizontal micro-perforations (50 perforations per inch) configured to contain 10 business cards, each 3-1/2 x 2". Along entire 11" vertical dimension; perforate at 3/4", 4-1/4" and 7-3/4" from sides. Along entire 8-1/2" horizontal dimension; perforate at 1/2", 2-1/2", 4-1/2", 6-1/2", 8-1/2" and 10-1/2" from top/bottom. Both versions perforate identically.

PACKING: Shrink-film wrap in units of 25 sheets. Wrap each version separately.

Pack in suitable shipping containers not to exceed 40 pounds when fully packed.

LABELING AND MARKING: Within the shipping container, each shrink-wrapped unit of 25 sheets must be identified by the program number, print order number, name of recipient, office, room number and quantity to be received by the recipient, in accordance with the distribution list.

Reproduce shipping container label shown in Attachment 1, fill in appropriate blanks, and attach to shipping containers. Identify by version in the title field; either "Business Card Master Sheets - OPM/Generic", or "Business Card Master Sheets - OPM/Federal Investigative Services".

DISTRIBUTION: Ship/deliver f.o.b. contractor's city.

Ship via traceable means; reimbursable small parcel carrier.

For any shipments/deliveries to the 1137 Branchton Road, Boyers, PA address, the following restrictions apply:

Truck Restrictions: Height - 12'6", Length - 40'(without movable rear axle) and 45'(with movable rear axle).

Delivery Hours: Monday-Friday from 8 am to 12 pm and 12:30 pm to 4 pm.

Upon completion of the contract, all furnished material including any and all dies, must be returned to the Office of Personnel Management, Attn: Shirley Sewell, Room B457, 1900 E Street, NW, Washington, DC 20415-0001.

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the Office of Personnel Management, Attn: Shirley Sewell, Room B457, 1900 E Street, NW, Washington, DC 20415.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must submit the prior to production sample within four (4) workdays of receipt of furnished materials.

The Government will approve or disapprove same workday as receipt of sample via telephone or fax.

Contractor must complete production and distribution within six (6) workdays.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES”.

	(1)	(2)
I.	10	140

II.	1	
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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per-100 rate.

- I. PRINTING, BINDING AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations (including samples and paper) necessary for the printing, binding/stamping and distribution of the product listed in accordance with these specifications.

<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
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8-1/2 x 11" Sheets: Printing in black ink,
including gold foil stamping, perforating,
and shrink wrapping.....per 8-1/2 x 11" item\$ _____ \$ _____

II. ADDITIONAL OPERATIONS:

Creation of Magnesium Die(s)..... per die\$ _____

(Initials)

My production facilities are located within the assumed area of productionyes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material....._____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant....._____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product_____
 - b. Number of hours from pickup of completed product to delivery at destination_____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4. – SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)